



GROUP CARE HOUSEPARENT

Characteristics of Work

This is supervisory work with responsibility for care, supervision, and guidance of male or female residents in a group care home. Houseparents are responsible for sharing in the development of casework planning for male or female residents and for carrying out those roles prescribed for them in this planning. This work includes responsibility for planning and supervising the group care life program of male or female activities, personal hygiene, social training, counseling, and character development. Houseparents are governed by the established policies of the operating agency in making decisions relative to group care home activities. The work is performed under the direction and supervision of an administrative superior. Supervision is exercised by Houseparents over subordinate and supplementary staff employed in the group care home.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Provides general organization of entire household.

Participates in and supervises others in cooking, cleaning, and other normal routine household activities related to group care living.

Provides supervision and care of male or female residents on a 24-hour daily basis.

Provides transportation of male or female residents in group care home related activities.

Purchases food and other supplies necessary for the operation of the group care home; maintains records of purchases made and items received.

Participates in training and other activities related to the roles and responsibilities of Houseparents.

Assists in planning for those rules, procedures, and general policies which govern activities and behavior in the group care home.

Assists in planning for special events and activities which affect an individual or individuals in the group care home.

Assists in developing and carrying out casework plans made for individuals in the group care home.

Performs related or similar duties as required or assigned.

Essential Functions

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Provides daily direction and supervision of client's routine household and/or specialized activities.

2. Ensures that clients have adequate food and supplies, maintain schedules, and attend appointments.
3. Assists in developing special events, plans, rules, procedures, and general policies for the group care home.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit; climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

Note: Each houseparent shall have a physical examination by a physician prior to employment to determine that he/she is (1) free from contagious or infectious diseases and (2) is found physically and emotionally fit to care for children; must also have a negative tuberculin test.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.